

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highly responsible administrative and supervisory position of chief officer of the fire department. The employee of this class is responsible for the administration and coordination of all fire department activities involving fire suppression; fire prevention and public fire education; fire investigation; fire communications; personnel management and supervision; training; and public relations. The Fire Chief works with a high degree of independence, and reports to and has work reviewed by the Fire Board of Commissioners.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Administers the operations of fire department services which include fire suppression, fire prevention, fire communications, and public fire education, and training. Develops management policies, goals and objectives for the department, and makes recommendations for consideration by the Fire Board of Commissioners. Organizes and reviews department structure, and determines if new programs or policies are needed or if changes in structure or operation are required. Organizes the personnel management functions of the department by creating work cycles and efficiently deploying available manpower. Assists the appointing authority in the development and implementation of a personnel recruitment program. Participates in the interview and selection process and assists in the maintenance of promotional eligibility lists.

Establishes a system for the identification and evaluation of areas of improvement in productivity, efficiency, and effectiveness. Establishes and maintains a system of line and staff inspections in order to exercise control over operations. Establishes an internal affairs review process in order to investigate possible violations of departmental code of conduct by department personnel. Collects and analyzes data necessary to estimate the extent and causes of risk.

Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, and other educational meetings to keep informed on modern firefighting methods and administrative practices.

Prepares a departmental operating budget and authorizes expenditure of funds allocated for fire department operations, making sure that

such expenditures are in accordance with the budget. Manages the accounting system for the department and records expenses, disbursements, and related financial transactions in order to maintain accurate fiscal records. Writes requests for grants or other special funds to aid in the operation of the fire department.

Reviews work to be done, sets task priorities, and outlines responsibilities and duties for subordinates. Monitors work pace and progress of assigned jobs, and alters and adjusts work schedules to accomplish tasks. Handles employee complaints and grievances, counsels employees who experience work problems, and maintains discipline. Motivates employees and provides for employee growth and career development by addressing employee grievances, providing constructive feedback on work performance, and by assisting employees in identifying and meeting their career goals.

Evaluates the training needs for the department, establishes a training program, and provides for proper staffing. Provides for outside instruction for employees to meet training needs which are not available in the departmental training program. Provides on-the-job training.

Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Establishes policy concerning what information should be included in all records of the department and oversees the preparation and maintenance of the records and reports of departmental operations. Compiles, organizes, and analyzes data needed and writes reports. Personally completes any forms or records as required. Writes letters in answer to requests addressed to the fire department, or as needed to address the needs of the fire service.

Promotes a positive public image of the department by means of talks, demonstrations, and distribution of literature to schools, civic groups, owners and employees of public and private buildings. Delivers speeches, and meets with civic and governmental groups to discuss needs of the fire department. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department.

Oversees the general care, maintenance, and use of departmental property, including equipment, vehicles, and stations and grounds. Provides for adequate levels of the department's inventory of supplies and equipment. Provides for an oversees a communications system for the department.

Develops and implements an emergency management system. Oversees and directs operations at the scene of emergencies including fire suppression, rescue, providing emergency medical assistance, and the control and containment of hazardous materials incidents.

Directs a program of fire prevention, including fire inspections developed in accordance with all applicable federal, state, and local laws and regulations; pre-fire planning; and fire investigations.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid driver's license.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

##### **OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate. **AND** must have at least nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.